



SUPERVISORS' AND MANAGERS' AREAS OF RESPONSIBILITY TRAINING

SMART Certificate Level 2: Leadership Development for Middle-Managers Core Courses

- [Effective Leadership](#)
- [Decision Making Best Practices](#)
- [Building an Effective Team](#)
- [Effective Coaching and Mentoring](#)
- [Employee Relations](#)
- [Performance Evaluation](#)
- [Interviewing, Recruitment, & Selection](#)
- [Negotiating for Results](#)

SMART Certificate Level 2 Information

Eligible Participants

- (1) Management Level II employees with supervisory/staff management responsibilities.
- (2) All employees who have completed SMART Certificate Level 1.
- (3) Division Managers and above.

*Note: **Supervisor/Manager approval** is a pre-requisite for all participants.*

Requirements

- Complete all core courses specified for this certificate program: 8 'in class' courses.

Total Duration

- 32 hours in 4 months.
- Per month: 2 x 4 hour 'in class' course sessions.

Availability

- The full certificate program is offered once per trimester.
- Contingent on seating availability, all courses within this program may be accessed as 'independent' modules by **non-certificate participants** who otherwise satisfy the "Eligible Participants" conditions for the entire program.
- Subject to demand and available resources, additional sessions of a particular course may be scheduled.
- For some courses with expected high participant rates, extra sessions have already been allocated during the year.

Note: Participants who meet the eligibility requirements for SMART Level II and would like to be enrolled in the Certificate program may [click here](#) for registration details.

SMART Independent Course

- Train the Trainer

Note: This course is not within SMART Certificate program; offered at least once per year; open to employees who otherwise satisfy the Eligible Participants conditions for the SMART Certificate program. If you would like to take this course as an independent module, please [click here](#) for registration details.